

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 21A0AR

28 AUGUST 2003

Manpower Standard

PRODUCTION CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Production Control function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of Production Control. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y=2$ (Constant Manpower).

1.4. Points of Contact:

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of two authorizations. No other application instructions apply.

3. MANPOWER DATA CODES. Use Manpower Standards Implementation (MSI) code "W" to identify requirements earned by this manpower standard on the Unit Manpower Document (UMD).

4. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

AGE - Aerospace Ground Equipment

ANG - Air National Guard

ANG/XPME - Air National Guard Management Engineering Branch

ANGMS - Air National Guard Manpower Standard

IMT - Information Management Tool

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

POD - Process Oriented Description

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION

PRODUCTION CONTROL

Table A2.1. Listing of Functional Processes.

1.	MAINTENANCE MANAGEMENT:
1.1.	MANAGES AND CONTROLS MAINTENANCE RESOURCE.
1.2.	DEVELOPS AND MAINTAINS PROCEDURAL CHECK SHEET.
1.2.1.	COORDINATES CHECK SHEET REQUIREMENT.
1.2.2.	PRODUCES CHECK SHEET.
1.2.3.	MAINTAINS CHECK SHEET.
1.3.	RESPONDS TO CONTINGENCY.
1.4.	DIRECTS AND CONTROLS CANNIBALIZATION.
1.5.	COORDINATES THE RECOVERY OF GROUNDED AIRCRAFT AWAY-FROM-STATION:
1.5.1.	OBTAINS SUPPORT.
1.5.2.	MONITORS AIRCRAFT STATUS.
1.6.	MAINTAINS VEHICLE STATUS VISUAL AID.
2.	MAINTENANCE ACTION:
2.1.	PROCESSES SCHEDULED WORK ORDER.
2.2.	PROCESSES UNSCHEDULED WORK ORDER.
2.3.	DIRECTS AIRCRAFT RELOCATION.
2.4.	PERFORMS FOLLOW-UP ON MAINTENANCE ACTION.
2.5.	MAINTAINS CURRENT AIRCRAFT STATUS.
3.	FLYING SCHEDULE:
3.1.	EVALUATES AIRCRAFT STATUS.
3.2.	COORDINATES FLYING SCHEDULE CHANGE.
3.3.	RECORDS DEVIATION.
4.	FUEL CONFIGURATION.
5.	INTERMEDIATE MAINTENANCE LEVEL SPECIALIST:
5.1.	POSTS VISUAL AID.
5.2.	REPORTS SPECIALIST NONAVAILABILITY.

5.3.	DISPATCHES SPECIALIST.
5.4.	CONTROLS SPECIALIST UTILIZATION.
5.5.	DISPATCHES MAINTENANCE SPECIALIST VEHICULAR SUPPORT.
6.	AEROSPACE GROUND EQUIPMENT (AGE). Maintains status log, maintains location of critical AGE, and reports to higher authority when level of critical AGE availability falls below the minimum required for mission accomplishment.
7.	AUTOMATED INFORMATION SYSTEM. Updates automated information system by entering data into the computer.
8.	NONTACTICAL RADIO:
8.1.	MANAGES MAINTENANCE COMMUNICATION NETWORK.
8.2.	PROVIDES RADIO OPERATOR TRAINING.
8.3.	MAINTAINS STATUS.
9.	UNIT TRAINING ASSEMBLY (UTA). Performs planning/scheduling task associated with UTA.
10.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement
Maintenance Production Mgt	2R1XX	Civ	2
Total			2

NOTE: AFSCs may be adjusted at the discretion of the Commander.